

essential ©

Service Definition

ProvisionPoint: Security, Compliance & Governance for Microsoft365

Version 1.0



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INTRODUCTION

Service Information

ProvisionPoint enables self-service governance for Microsoft Teams, SharePoint Sites, Microsoft 365 Groups, Planner Plans, and Viva Engage Communities.

ProvisionPoint gives control to administrators, self-service empowerment to users, and peace of mind to management.

It offers powerful provisioning features like workspace templates, dynamic naming conventions, customisable request forms, approvals, and PnP provisioning.

Lifecycle tools automate retention, track workspace changes, and manage disposal with full audit history.

Compliance features include orphaned workspace detection, guest user management, and sensitivity label monitoring.

Combined with the **Audit app** for real-time insights into sharing, access, storage, and security across your entire Microsoft 365 environment.

Governance Solutions for Microsoft 365

Public sector organisations face unprecedented challenges in managing collaboration, controlling access, ensuring compliance, and reducing costs within Microsoft 365.

SnapOn Software's governance solutions address these challenges through:

In today's hybrid work environment, organisations face unprecedented challenges in managing collaboration, controlling access, ensuring compliance, and optimising costs within Microsoft 365. SnapOn Software's governance solutions address these challenges through:

- **Controlled Self-Service:** Enabling users to create the SharePoint Sites, Microsoft Teams and Microsoft 365 Groups they need while maintaining governance guardrails
- **Risk Reduction:** Preventing data leakage, unauthorised access, and compliance violations
- **Lifecycle Management:** Automating the creation, maintenance, and disposition of Sites and Teams
- **Cost Optimisation:** Reducing storage costs and administrative overhead
- **Visibility & Control:** Providing comprehensive insights into your Microsoft 365 environment

Provisioning

ProvisionPoint is jam-packed with provisioning features to enable seamless ongoing management of all workspace types.

- **Templates:** Each template can include custom request forms, approval workflows, naming conventions, metadata fields, sensitivity labels, and access controls.
- **Naming Conventions:** define dynamic naming rules using system tags, request form fields, Azure AD attributes, and lookup values.
- **Customisable Forms:** Tailor forms for each workspace type using dropdowns, metadata fields, validation rules, and blocked word templates.
- **Approvals & Notifications:** Workflow processes define who needs to approve a request for a new Site, Team or Group.
- **PnP Provisioning:** PnP Templates can be used to provision and configure SharePoint Sites, Microsoft Teams, Groups, Planner and much more.

Lifecycle

The lifecycle features enable seamless on-going management of SharePoint Sites, Microsoft Teams and Microsoft 365 Groups.

- **Manage Workspace Change & History:** Track every step in a workspace's lifecycle with the Service Timeline. From creation to archival or deletion, the timeline logs all actions, status changes, and policy triggers, offering full transparency and traceability.
- **Manage Workspace Disposal:** Ensure inactive or unnecessary Sites, Teams and Groups are identified and removed to stay secure, compliant, and in control.
- **Retention Labels:** Apply Microsoft Purview retention labels to your workspaces directly through ProvisionPoint. These labels help enforce data governance by automatically retaining or deleting content based on your compliance requirements.

Compliance

Ensure ongoing governance of every SharePoint Site, Microsoft Team or Microsoft 365 Group.

- **Orphaned Workspaces:** Maintain accountability across your Microsoft 365 environment by identifying workspaces with disabled or missing owners.
- **Sensitivity Labelling:** detect and manage mismatches between configured labels and actual workspace settings.
- **Guest User Management:** Control Guest User lifecycle with by managing the invitation process, including configurable approval processes. Identify inactive guest accounts, enforce access restrictions, and align guest permissions across Microsoft 365 and ProvisionPoint.

Audit

Understand the health of your M365 tenant quickly with this native to Microsoft Teams App. *This is also offered as a stand-alone product.*

- **Guest User Reports:** quickly identify what Sites and Teams a Guest User has access to, or the Guests that have access to a specific Site or Team. Further, the tenant wide report gives a complete picture of all the guests in Microsoft 365 and the workspaces they can access.
- **Sharing Reports:** allow administrators and compliance managers to easily identify content which has been shared from SharePoint, Teams, or OneDrive. Detailed reports include the type of sharing link, who the file is shared with and any expiration policies that have been applied.
- **Orphaned Users Reports:** The Audit app is an easy-to-use tool to identify orphaned users and mailboxes. Easily identify and manage orphaned users instead of assessing each site or recently deleted users individually
- **Storage Reports:** Identify high-usage workspaces and libraries, monitor quota consumption, and uncover redundant or outdated content. Reports can be run at the tenant or site level and exported for further analysis, helping you optimise storage, manage costs, and support data governance

Professional Services

Professional services will be specified by Essential computing with an appropriate package to support customers' requirements.

On-Boarding Charges

- The software solution integrates with Microsoft 365, but Microsoft365 licenses must be procured separately.

Off-Boarding Charges

There are no off-boarding charges..

Termination Charges

There are no termination charges following the completion of the subscription service.



ADVANCED GOVERNANCE & AUTOMATION FOR MICROSOFT 365

EASY TO DEPLOY, EASY TO CONFIGURE, EASY TO USE

ProvisionPoint enables **self-service governance** for Microsoft Teams, SharePoint Sites, Microsoft 365 Groups, Planner Plans, and Viva Engage Communities. ProvisionPoint Premium gives control to administrators, self-service empowerment to users, and peace of mind to management.

PROJECT MANAGER, TRANSPORT FOR LONDON

"ProvisionPoint offers **great capabilities**, as well as **value for money**, and we are confident it will support us in improving **site and content governance** and management as well as improving the user experience in line with [our digital workplace] strategy."

WHY PROVISIONPOINT?

-  Prevent Microsoft Workspace Sprawl
-  Empower Users with Self-Service
-  Accelerate Office 365 Adoption
-  Automate Workspace Disposal
-  Enable Permissions Discovery

REQUEST A DEMO TODAY

 partners@snapon-software.com
 www.snapon-software.com

OUR FEATURES

-  **PROVISIONING**
 - Templates
 - PnP provisioning
 - Microsoft Teams, Sharepoint, M365 Groups
-  **COMPLIANCE**
 - Automate risk management
 - Site classification
 - Approval workflow
-  **LIFECYCLE**
 - Update site information
 - Update object security
 - Notify users of expiry
-  **AUDIT**
 - Guest user reports
 - Sharing reports
 - Orphaned user reports



TAKE CONTROL OF YOUR MICROSOFT 365 ENVIRONMENT - EASILY IDENTIFY & ADDRESS RISKS

EASY TO DEPLOY, EASY TO CONFIGURE, EASY TO USE

Audit empowers you to monitor & manage your Microsoft 365 environment effectively. It provides detailed reports on guest users, orphaned accounts, shared links, storage usage allowing businesses to identify risks and maintain security. Integrated seamlessly with Microsoft Teams, it ensures authorized users have quick access to key insights, enabling them to take proactive measures to maintain compliance and optimize their M365 tenant.

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WHY AUDIT?

-  Detect & prevent Microsoft 365 security risks
-  Reduce compliance investigation time
-  Identify orphaned users and guest access issues
-  Optimize licensing and storage costs
-  Deliver audit-ready, exportable compliance reports
-  Let Team Owners run their own reports, without exposing tenant-wide data.

OUR FEATURES

-  **COMPLIANCE REPORTING**
 - Risk assessment dashboards
 - Custom, exportable reports
-  **GUEST USER REPORTS**
 - Identify guest users and access points
 - Spot inactive guest accounts
-  **EXTERNAL SHARING REPORTS**
 - Review link types, recipients, expiration settings, and overshared files
-  **ORPHANED MAILBOX REPORT**
 - Identify users deleted who still have active permissions or unconverted inboxes in SharePoint
-  **STORAGE REPORTS**
 - Track storage usage and highlight high-usage libraries and outdated content

Partnering with Essential



Since 1994 Essential has been helping organisations across the public and defense sectors to adopt and adapt to evolving Microsoft based workplaces, and to thrive as a result.

As the 'modern workplace' is evolving at lightning speed, we continue to support public sector organisations transition their legacy data and infrastructure to the cloud and then build on their investment to deliver successful outcomes for their workforce and organisation.

Examples include:

Enabling modern, more efficient ways of working:

- Portsmouth City Council uses one of our workspace booking systems to facilitate room and desk booking across Council buildings.
- A UK police force uses our Teams and SharePoint based LMS to deliver tailored learning experiences for staff securely across desktop and mobile devices.
- NHS Informatics Merseyside uses our LMS combined with External User Manager to securely manage learning for internal and external agency staff, all contained within their M365 tenant.

Accelerating cloud adoption:

- An international education institute is working with Essential to deliver SharePoint management and governance to control the sprawl of SharePoint and Teams sites and document versions, ensuring content is maintained and accessible, while rarely used content is archived to manage storage costs.
- Large UK University used our data migration service to support migration from a legacy email archive, to reduce costs and consolidate data into Microsoft 365.
- Ministry of Defence and Local Authority organisations across the UK and Europe work with Essential to support collaboration across ring-fenced and secure Microsoft environments, enabling people to find each other within separate Microsoft Global Address lists.

We value deep relationships with our customer base, many of whom have been working with us for well over a decade.